

INCORPORATED VILLAGE OF OYSTER BAY COVE
BUILDING DEPARTMENT

INSTRUCTION FOR FILING PROPANE TANKS (LPG)

1. Two (2) building permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of a signed and notarized OBC Plumbing application accompanied by the Plumber's Town of Oyster Bay license.
3. Two (2) copies of a recent property survey signed and sealed by a NYS licensed land surveyor clearly denoting setbacks to the tank.
 - Underground tanks do not need to meet Zoning Setbacks but must maintain a minimum of 10 ft. to property lines unless tank size dictates further per code.
4. For all Propane (LPG) tanks you must submit two (2) copies of an approved Nassau County Fire Marshall approved permit.
5. Complete Board of Assessor's Form and Short Environmental Form.
6. Insurance Certificates listing the following (see separate instruction sheet):
A) Worker's Compensation B) NYS Disability C) General Liability
***** Certificate holder names on certificate to be written as :**
Incorporated Village of Oyster Bay Cove (and homeowner's name)
C/O Building Inspector, 68 West Main Street, Oyster Bay, NY 11771
7. Permit Fee (per tank): \$250 permit fee + \$100 Certificate of Completion fee = \$350

AFTER PERMIT IS ISSUED – OWNER IS RESPONSIBLE FOR THE FOLLOWING:

1. Scheduling for inspections (See OBC standard list) 922-1071 - M/W/F 10am-2pm
2. Electrical Inspection – See List of approved third party agencies as recognized by the Town of Oyster Bay (if applicable).

REQUIRED FOR CERTIFICATE OF COMPLETION:

1. Completion and approval of all inspections.
2. Final survey (dated, signed and stamped by licensed surveyor)
 - *At the building inspector's discretion.*

IMPORTANT NOTES:

1. All fixtures connected to LPG tanks must have record of prior approvals from OBC and NCFM or they will be required to be included in the tank permit.
2. All fixtures shall be installed as per manufacturer's specifications, UL listings, Fuel gas, NFPA and National Electrical Codes and all other applicable codes.
3. All underground LPG installations require an excavation depth inspection, witness of magnetic tape and tracer wire installation prior to backfill inspection, pressure test and final inspection after all work is complete. Above ground piping installations require pressure test and final inspection.

**OBTAINING A CERTIFICATE OF COMPLETION IS THE HOMEOWNER'S RESPONSIBILITY.*

